



Wisconsin Elections Commission

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DATE: June 20, 2022

TO: Wisconsin Municipal Clerks
City of Milwaukee Elections Commission
Wisconsin County Clerks
Milwaukee County Elections Commission

FROM: Allison Coakley
Training Coordinator

SUBJECT: Election Administration Training webinar series schedule
(June 2022 – March 2023) **Note: Date Change!**

To supplement our current training program and outreach efforts, we have developed a new election administration training webinar series, scheduled to begin in June and continue into the 2023 Spring Election cycle. Election administration webinars are focused on providing all types of election workers with information about their duties before, during and after an election.

You can now access the live webinars from [The Learning Center \(TLC\)](#), under the EA Webinar Series tile for automatic recording of your participation there and to download a meeting reminder to your calendar. Instructions for accessing the webinars in TLC follow the webinar schedule. The webinars can also be joined without accessing TLC through the link posted with the webinar schedule. Tracking is not possible if you join the webinar using this method.

We will continue to post Live Webinar access information and related materials under “Recent Clerk Communications” no later than the Monday prior to each webinar. You must be able to view videos on your computer using your computer’s speakers and use a media application such as Windows Media Player.

The webinar recording, related materials, and a list of frequently asked questions, will be posted shortly after the webcast in [The Learning Center \(TLC\)](#). The posted webcasts will include indexing links to allow clerks to go directly to a specific topic covered during a webinar. The programs and materials are free for you to access from TLC or a disc may be ordered for a small fee: <https://elections.wi.gov/node/6554>. The live or recorded webcasts may be counted toward the hours clerks and election officials need for recertification purposes.

We hope you enjoy this series and feel that the webinars contribute to your education and that of your election officials. Please send any questions or comments you have to us: allison.coakley@wi.gov or (608) 261-2033.

Wisconsin Elections Commissioners

Don M. Millis, chair | Marge Bostelmann | Julie M. Glancey | Ann Jacobs | Robert Spindell | Mark L. Thomsen

Administrator
Meagan Wolfe

2022-2023 Election Administration Training Webinar Series

UOCAVA and You: What Clerks Need to Know to be in Compliance

June 8, 2022, 10:00 a.m. – 11:00 a.m.

County and Municipal Clerks

Registration Link: https://us06web.zoom.us/webinar/register/WN_xAsw75TeRXi2tjGQKyczSQ

Federal and state laws are very strict about the sending of absentee ballots to military and overseas voters. This webinar defines the different categories of military and overseas voters, walks through the forms clerks may see, and outlines the processes to follow to ensure they are in compliance. No one wants to receive a call from the USDOJ!

Polling Place Set-Up

Thursday, July 14, 2022, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

Registration Link: https://us06web.zoom.us/webinar/register/WN_PiqLUKFFQUCG0g2FW2dwrw

In this webinar, we will be going over how to set-up a polling place with an emphasis on accessibility and the perspectives of voters with disabilities. This will include the basics like statutory requirements and ADA compliance as well as breaking down some more nebulous concepts like privacy and visibility and discussing temporary fixes.

August Partisan Primary: A Unique Type of Election

July 20, 2022, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

Registration Link: https://us06web.zoom.us/webinar/register/WN_rBb2tRBfSB2ah8sobra9Sw

A partisan primary is held the second Tuesday of August in even-numbered years to qualify candidates for the November General Election and requires voters to cast their ballots by party. This webinar will discuss counting votes in a partisan primary, the impact of selecting a party preference and the impact of crossover and overvoted ballots.

Clerks 101

August 31, 2022, 10:00 a.m. – 11:00 p.m.

County and Municipal Clerks

Registration Link: https://us06web.zoom.us/webinar/register/WN_Ae6GX0vVQ2-pJT79Xh-K9g

Clerks refer to themselves as “new” until they get a few elections or an entire election cycle under their belts. This webinar will introduce clerks to our agency and staff and provide information, training requirements for both you and your election workers and the various web applications you may need to access. Whether you identify as a “new” or “experienced” clerk, this webinar can point you to the wide variety of election information, materials and training resources we have available to help you do – or continue to do – a great job!

School District Clerk Duties

September 28, 2022, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

Registration Link: https://us06web.zoom.us/webinar/register/WN_Rr3UKFNbTLiMhQtnM4VGJg

School district clerks are entrusted with the responsibility of ensuring that their election-related tasks are completed in compliance with state law. The job of the Commission is to provide school district clerks with the information and resources they need to carry out their election duties. This webinar will be going over school district clerk duties using the educational resource: *Election Administration for School District Clerks Manual*. We will review key segments of the manual and answer any questions you may have.

Reminders for the November General Election

October 12, 2022, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

Registration Link: https://us06web.zoom.us/webinar/register/WN_m6OPWuuhQY-QXV9h-BRPEw

Last scheduled election of the year and it comes faster than we think! We will share some important reminders for this busy election, including some back-to-basics review of issuing ballots and managing the poll book. We will also spotlight some not-so-basic key Election Day and post-Election Day duties such as issuing a provisional ballot, breaking ties and when to conduct a drawdown.

Canvass Procedures

January 11, 2023, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

Registration Link: https://us06web.zoom.us/webinar/register/WN_hui0PqgNSZyucoZCZCcwDw

Election inspectors count the votes at the polls on election night, but the official results of the elections are not determined until each official board of canvassers – for the municipality, county, state, school district, or other special purpose district – has met and completed the official canvass of their respective offices. This webinar will outline the canvass process for the Municipal Board of Canvassers (MBOC), discuss the composition of the MBOC and review canvass documentation. We will also provide some guidance for the County Board of Canvassers' process after an election.

Back to Basics: February Primary

January 25, 2023, 10:00 a.m. – 11:00 p.m.

Clerks, Chief Inspectors and Poll Workers

Registration Link: https://us06web.zoom.us/webinar/register/WN_YxPezVI9RU2q7JPdXhlQzg

A February Primary (if we have one) is a great time to go over basic election administration tasks and processes. For one, voter registration is the building block of election administration and voting. This webinar will review who is eligible to register to vote in Wisconsin, how they can register to vote, when and where. We will also review acceptable proof of residence and correctly filling out a voter registration application. Counting votes examples will also be offered as part of this training webinar.

Conducting a Recount

March 1, 2023, 10:00 a.m. – 11:00 a.m.

Clerks, Chief Inspectors and Poll Workers

Registration Link: https://us06web.zoom.us/webinar/register/WN_Me_8QEMoQkiRDe6ur7wqNg

The process of counting the ballots again is known as a recount. There is no automatic recount. A recount is the exclusive remedy to test in court the right of a candidate to hold office based on the number of votes cast at an election. This webinar will provide clerks with a general overview of recommended procedures, including who can request a recount, the timeline for a recount and sample forms for conducting a recount of an election result.

What to Know for the April Election

March 8, 2023, 10:00 a.m. – 11:00 a.m.

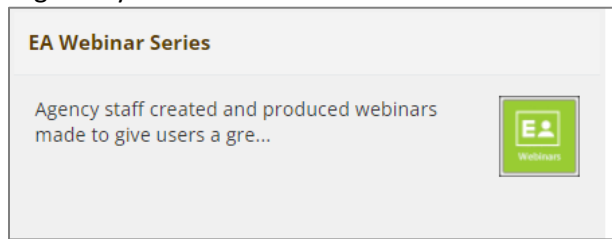
Clerks, Chief Inspectors and Poll Workers

Registration Link: https://us06web.zoom.us/webinar/register/WN_-KOSkQxRrKIW-NciIa6tg

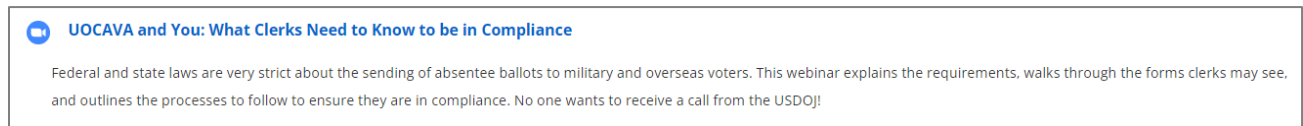
This webinar will review what we have learned during this busy election cycle and offer some best practices for clerks and their election officials. We will highlight any legislative changes and the status of court decisions that impact election administration for the spring election. We will review issuing ballots, counting write-in votes, and breaking ties, among other election day duties. This is crucial information for new election workers and a good review for more seasoned ones.

Instructions for accessing webinars in TLC

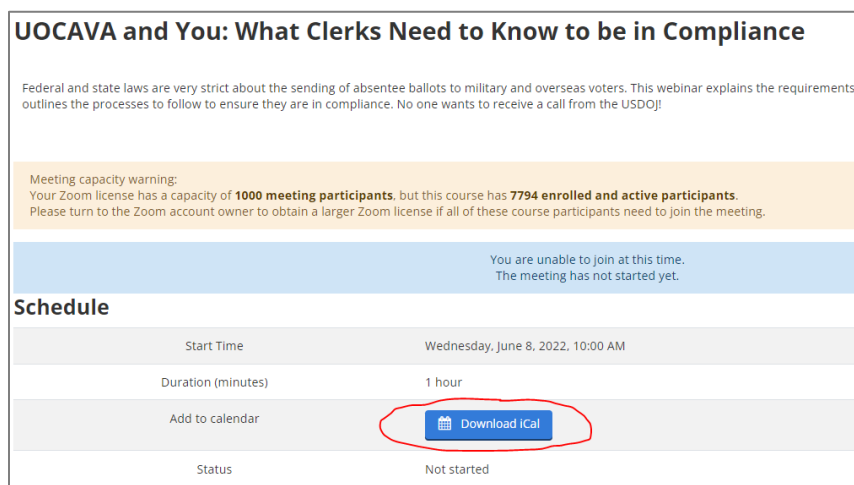
1. Log in to your account and click on the EA Webinar Series tile.



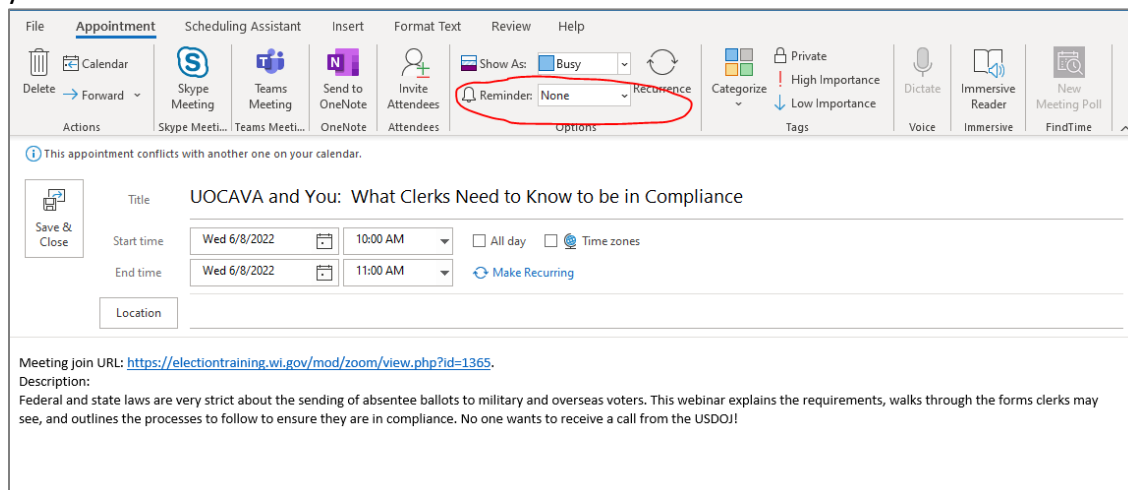
2. Click on the webinar title.



3. If the webinar has not begun, you will be unable to join but you will be able to download the webinar invitation to your own calendar.



4. If you wish to receive reminders, you will need to add that manually to the calendar event before you save it.



5. Use the link in your webinar calendar event or follow steps 1-3 on the day and time of the webinar to join live. If you are unable to join us for the live event, the recording will be saved in the same location after the webinar has ended.

